fdms.gov admin

Your Agency's Docket Management System

FDMS ADMIN 1.2
Release Notes

Release Date: November 17, 2016

E·GOV

Contents

Release Summary

The FDMS Admin 1.2 Release is the third release for the new FDMS Admin Module. This release focuses on implementing the Agency Fields Configuration, Document Subtypes Configuration, and Records Administration functionality. The primary features included in this release are:

- Agency Fields Configuration
- Document Subtypes Configuration
- Public Submissions Titles
- Records Administration
- Accessibility Improvements
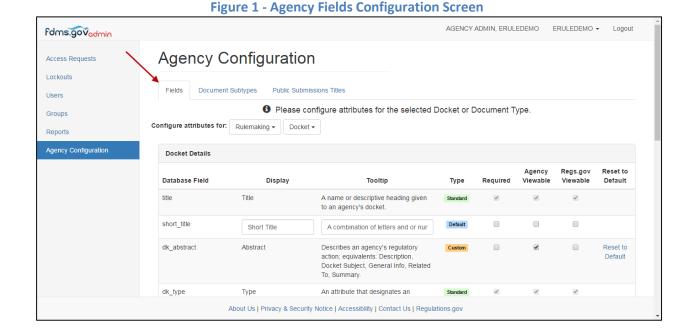- Additional Improvements for Existing Functionality

Agency Fields Configuration

Agencies can manage the *Field* configurations for both Rulemaking and Nonrulemaking Dockets and Documents. Each field has a Type of *Standard*, *Default*, or *Custom*:

- Standard – Non-editable field configuration
- Default – Basic field configuration that can be customized
- Custom – Agency specific field configuration

In order to enable or disable a value, Agency Administrators must check or uncheck the checkbox and click *Save* at the bottom of the screen. For any *Custom* fields, there is a link in the rightmost column allowing the Agency Administrator to *Reset to Default*. A notification banner shows at the top of the screen informing the user of the status of the update(s).

Figure 1 - Agency Fields Configuration Screen

Document Subtypes Configuration

The list of Document Subtypes available in FDMS by Document Type can be configured on the Document Subtypes screen. In order to enable or disable a value, Agency Administrators must use the appropriate toggle button to select *Yes* or *No*. A notification banner shows at the top of the screen informing the user of the status of the update.

Note: Agency Administrators must also configure the Document Subtypes field by Document Type on the Fields Screen in order to show the values in FDMS.
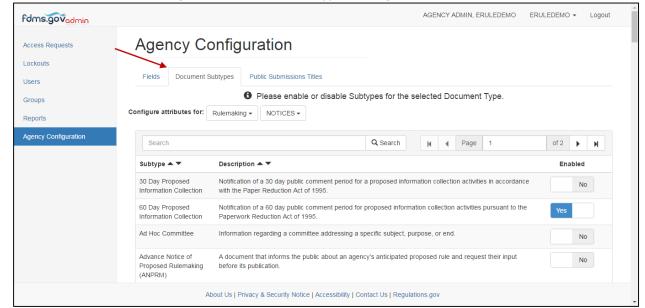
Figure 2 - Document Subtypes Configuration Screen

Public Submissions Titles

Agencies have the ability to set default Public Submissions Titles for Rulemaking and Nonrulemaking Public Submissions received through Regulations.gov. The *Title Types* and *Allowed Attributes* available are based on the Agency's *Fields* configuration. In order to include an attribute in the Public Submissions Title, the attribute must be required on the Fields screen. If the *Custom Title* option is selected, a combination of text along with one or more of the *Allowed Attributes* may be used to generate a *Sample Title*. After clicking *Save*, a notification banner shows at the top of the screen informing the user of the status of the update.
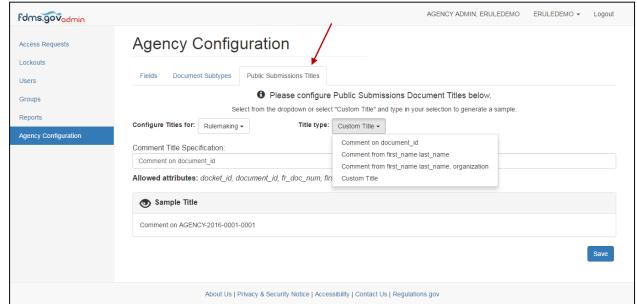
Figure 3 - Public Submissions Titles Configuration Screen

Records Administration

Records Managers can access the Admin Module via the Admin Module URL or by clicking the link to the Admin Module from the FDMS Home Tab. Upon login, Records Managers will have a *Markups* tab and a *Delegate* tab. Agency Administrators will also have the *Markups* tab in addition to the other Agency Administrator tabs if they are delegated *Markups Administration* by the Records Manager.

Note: Docket Managers are not able to access the Admin Module. If a Docket Manager is granted Records Management delegations, they can only access Records Management functionality in FDMS.

Markups

The current Agency-defined Markups are displayed in the *Markups* tab in a table format. The following columns are included in the table:

- Markup ID
- Name
- Description
- Type
- Enabled

The list of Markups can be sorted by any column. The current sort order is displayed in the lower left corner of the table. Users can refine the list of Markups using the *Search* box above the table. The *Create Markup* button in the upper right corner above the table allows users to create a new Markup for the Agency.
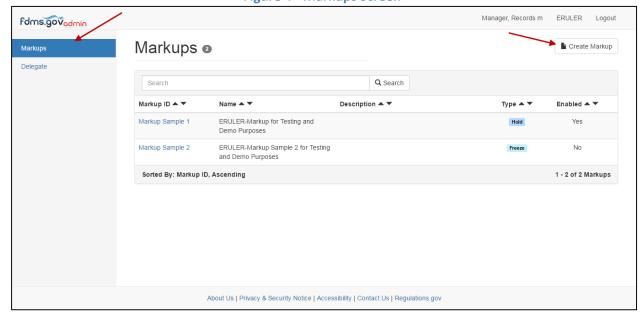
<p align="center">Figure 4 - Markups Screen</p>

Creation of a new Markup requires a *Markup ID, Name, and Type*. In addition, users have the option of including a *Description* or *Enabling* the Markup for Agency use.
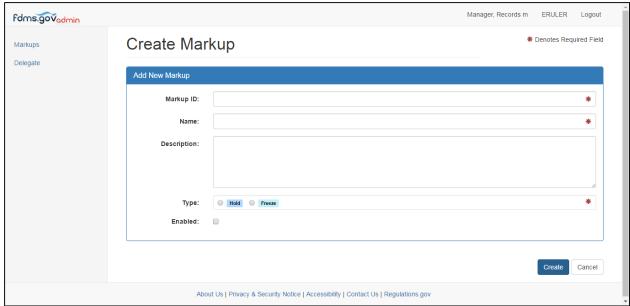
Figure 5 - Create Markup Screen

Delegate

Records Managers have the ability to *Delegate Records Management Capabilities* to Agency Administrators and Docket Managers within their Agency. A list of all Agency Administrators and Docket Managers are displayed in the *Delegate* tab in a table format. The following columns are included in the table:

- User ID
- Last Name
- First Name
- Middle Name
- Role
- Markup Administration
- Un-declare & Retention

The *Markup Administration* and *Un-declare & Retention* columns each include a toggle button with *Yes* or *No* options. Hovering over the column labels displays a tool-tip with an additional description of these columns:

- Markup Administration: Delegate Administration of Markups
- Un-declare & Retention: Delegate Un-declare and Retention Capabilities

Figure 6 - Delegate Records Management Capabilities Screen

Additional Enhancements

Accessibility

- Identification of the language attribute to identify the language of the content for the application
- Added the image alternative text where necessary
- Created Login Page tab index
- Adjusted focus to accommodate tabbing within form navigation
- Reordered User and Group edit page headings to a more logical order

Lockouts

- Text description explaining reason for user lockout changed from *Unused* to *Non-Use*

Technical Debt

- Multiple libraries upgraded

Defects Addressed

Login Page

- The glyphicons, which are icons within the application, were not working in Internet Explorer 11 for the HTTPS URL

Known Issues

No known issues